

## Preparing an Application Requesting Funding

[Download the Application Package from Grants.gov](#)

[Application Documents](#)

[Required Application Documents](#)

[Optional Documents:](#)

[Submitting an Application](#)

### Download the Application Package from Grants.gov

Please go to the “Grants.gov Registration” link on the “Apply for a Grant” page for information about downloading the application package from Grants.gov.

### Application Documents

All applications must include the application components detailed below. Failure to submit all of the required documentation will result in the application not being considered for funding.

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, PDF files may be submitted.

*Text legibility:* The required font for application is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each.

*Page numbering:* Pages should be numbered consecutively **from beginning to end**, so that information can be located easily during review of the application (hand write page numbers if necessary). Attachments should be labeled and separated from the Project Narrative and Budget Narrative, and the pages should be numbered to continue the sequence. **Documents containing scanned images must also contain page numbers to continue the sequence.** The Standard Forms 424 (SF-424, SF-424a, and SF-424b), MEPI Cover Sheet, and Applicant Organization Information are excluded from the page numbering requirement.

Adhering to the standards outlined above will help to ensure the accurate transmission of your document. Failure to comply with these requirements may affect the successful transmission and consideration of an application.

### Required Application Documents

**Federal Assistance Application Forms (SF-424, SF-424a, and SF424b).**

Applicants must complete all three forms to be considered for funding. Information on how to complete the SF-424 and SF-424a can be found at the “Completing Federal Assistance Application Forms” link on the “Apply for a Grant” Page.

## Project Narrative

The Project Narrative describes the effort an applicant will undertake to address MEPI's priorities and goals. It must be a separate document in the electronic submission on Grants.gov. The project narrative should include or address the following:

- Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished;
- Account for all functions or activities identified in the application;
- Cite factors which might accelerate or decelerate the work and state reasons for taking the proposed approach rather than others; and
- Outline a plan of action which describes local ownership of activities (e.g., local organization's buy-in in the program, flexibility to meet the needs on the ground, sustainability plan during and after the grant period).
- Demonstrates the experience and capacity to work with institutions, organizations, and individuals in the MENA region
- Factors in the untapped potential of underrepresented groups as change makers.
- Describe any unusual features of the project such as design or technological innovations, geographical reach, reductions in cost or time, targeting underrepresented groups, or extraordinary social and community involvement.
- Provide information on cooperating partners as outlined in Part III—Table 2.
- Provide a detailed sustainability plan as outline in Part III, Section B.2—Sustainability Plan

## Budget Narrative

The Budget Narrative provides narrative detail about both the Federal request and the non-Federal match. A link to the sample template can be found on the “Apply for a Grant” page.

**NOTE: Applicants must use the same format as found in the sample.** Additional guidance for preparing the Budget Narrative can be found at the “Completing a Budget Narrative” link on the “Apply for a Grant” page.

## MEPI Application Coversheet

The Coversheet provides summary detail about what the applicant and their proposed activities. A sample template can be found at the “MEPI Coversheet” link on the “Apply for a Grant” page.

**NOTE: Applicants must use the same format as found in the sample.** The executive summary portion of the Coversheet may not exceed 2 pages.

## Applicant Organizational Information

This document provides MEPI with information about your organization's structure and policies; and allows MEPI to assess your organization's ability to manage Federal funds. A sample template can be found at the “MEPI Coversheet” link on the “Apply for a Grant” page. **NOTE: Applicants must use the same format as found in the sample.**

### **Optional Documents:**

Those documents that are not included in the proposal narrative and budget may be included as attachments or appendixes. Examples of attachments to be included in this section of your application are:

- Disclosure for Lobbying Activities (SF-LLL)
- Consultant or Contract Information (Appendix 2.1 and 2.2)
- Organizational charts
- Financial statements which may include a Negotiated Indirect Costs Rate Agreement (NICRA)
- Resumes and/or position descriptions
- Written agreements between grantee and sub-grantees or sub-contractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship
- Documentation of professional accreditation or of experience in the program area
- Work Plans
- Results-Oriented Monitoring and Assessment Plan
- Pre-submission check-list

### **Submitting an Application**

Please go to the “Grants.gov Registration” link on the “Apply for a Grant” page for information about downloading the application package from Grants.gov.